



LOWELL PUBLIC SCHOOLS

151 Merrimack Street
Lowell, MA 01852

John Descoteaux
Transportation Director

Tel: 978-674-2018
email: jdescoteaux@lowell.k12.ma.us

MEMORANDUM

To: Dr. Hall, Chief Operating Officer
From: John Descoteaux, Transportation Director
Date: November 10, 2022
Ref: Revised Student Drop off Protocol

In an attempt to minimize any confusion regarding our drop off procedure policy, the LPS Transportation department has implemented an additional channel of communication with the bus companies and an added layer of information for parents on the Transportation page of the LPS website. I will also be speaking with Jenn Myers to make sure this information is disseminated to each of our schools.

The Transportation department has forwarded a "read only" mechanism on our Versatrans software system so that each of our bus companies will be able to instantaneously access a student's bus number, address and bus stop to help facilitate parents' questions and concerns.

In the event a child's bus is late, regular education parents should contact NRT Bus Company at 978-323-0101, and press #5. Any questions relating to special needs students should be forwarded to Pridestar Transportation at 978-856-7401.

If questions or comments cannot be answered by the bus companies, parents can reach out directly to the Transportation Department at 978-674-4333. If the number is busy, a voicemail will be directed to my school department cell phone.